MHC Drupal User Manual

Mount Holyoke College

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This user manual describes how to use Drupal to update your section of the Mount Holyoke College website and covers topics such as logging in, creating new webpages, and the basic information you need to use Drupal successfully.

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paste from word

1. Overview

Drupal is the Web *content management system*, which the College uses to update and maintain official College websites. When visitors view a page, Drupal pulls the relevant bits of content from the database and composes all of the components of the page in a template. This makes it easy to quickly add or change content, without requiring knowledge of HTML or other Web technologies on the part of the user (person providing the content). Most of the content on a Drupal-based site is stored in a database. Users fill in forms via a web browser to add text and images or to upload files such as PDF's or documents.

Download the most recent version of this user manual: http://www.mtholyoke.edu/web/

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Why this CMS is called Drupal

Drupal is an English rendering of the Dutch word "druppel", which means "drop" (as in "a water droplet"). The name was taken from the now-defunct Drop.org website, whose code slowly evolved into Drupal. Dries Buytaert [the developer) wanted to call the site "dorp" (Dutch for "village") for its community aspects, but mistyped it when checking the domain name and thought the error sounded better. [Source: Wikipedia]

2. Help

If you need help in Drupal, email the College Web Team: webhelp@mtholyoke.edu rather than writing to one individual, as the mail list goes to the full web team and our students.

Access

To obtain access to Drupal, send an email to: webhelp@mtholyoke.edu; include the name of the department(s) you maintain. You must attend an Introduction to Drupal workshop before you will be given access to Drupal.

Workshops

Register for Drupal workshops here: www.mtholyoke.edu/go/drupalworkshop

Login

Before you can add or edit content on your section of the College website, you need to attend Drupal training. If you work on more than one section of the College site, inform the trainer so they will give you access to all the sections you maintain on the College website.

Off-Campus Login

To access Drupal off-campus, you will log into Drupal the same way you do on-campus.

On-Campus Login

You may use any platform (i.e., PC or Mac) and any Web browser (i.e., Firefox, Internet Explorer, Safari, Chrome, etc.) to work in Drupal.

A. Once you have access to Drupal, go to the webpage you want to edit.

Scroll to the **bottom of the page**, and select **login** (below the contact the College details.

Note: you may login from any MHC webpage that has includes **login** at the bottom of the page.

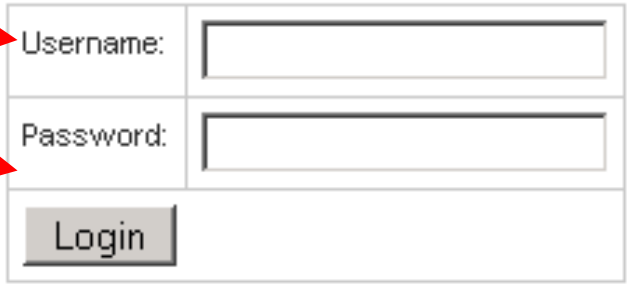
VIDEO HIGHLIGHTS
War: What Is It Good For?
In an interdisciplinary course developed through the collaboration of eight faculty members, MHC students look deeply at war.
Academic Excellence: Inside Five MHC Classes
See why Mount Holyoke offers one of the best classroom experiences.
Copyright © 2012 Mount Holyoke College
50 College Street • South Hadley, Massachusetts 01075.
To contact the College, call 413-538-2000.
Login

B. After clicking on the login link at the bottom of the page, you will be redirected to the authentication login page. This landing page is five-college collaboration used for authentication, do not bookmark this page.

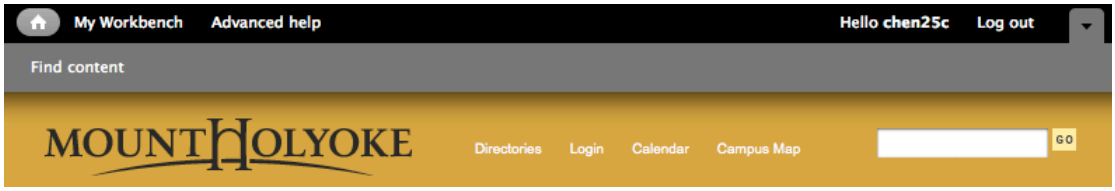
Select the **Mount Holyoke logo** at the bottom of the page.

C. Enter your **MHC username** and **password**.

Click on **login**.



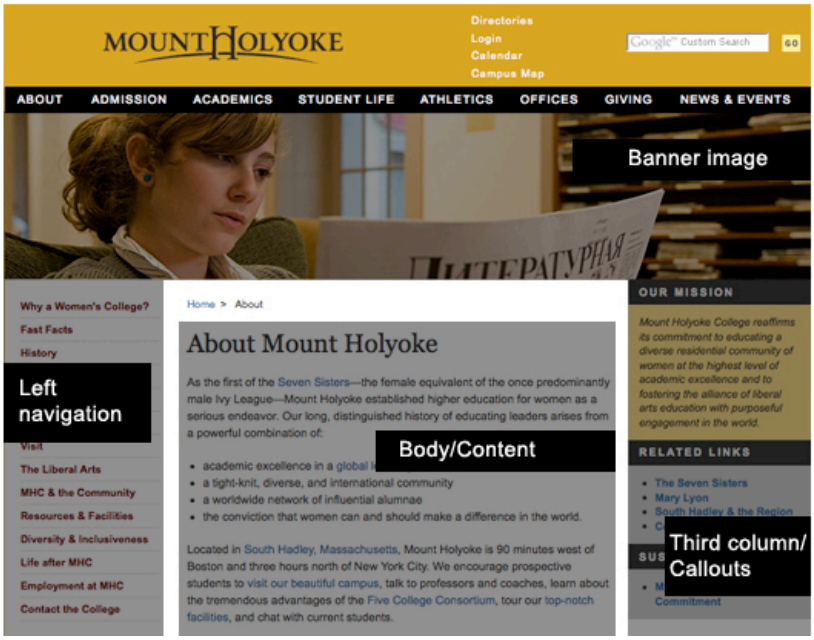
D. After you click on **login**, you should see your **workbench screen**, which looks similar to this:

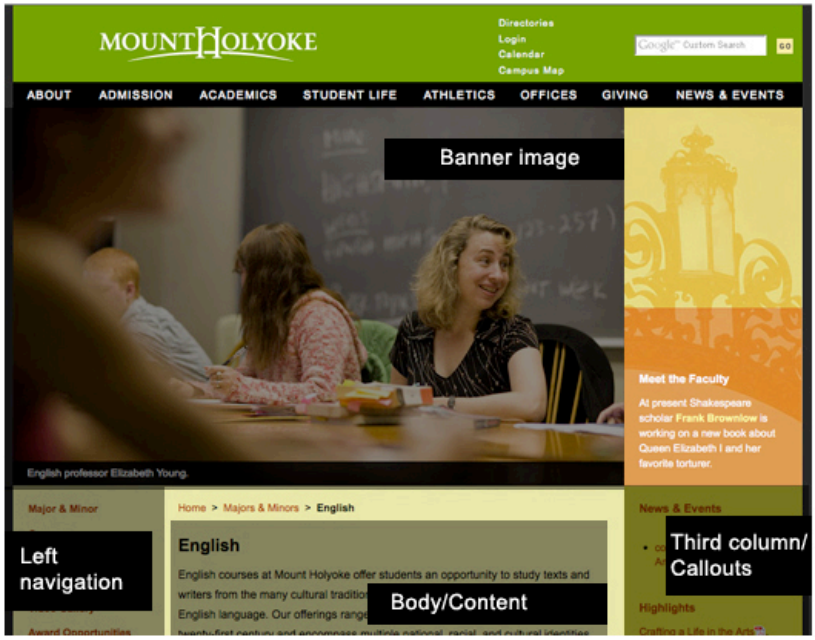

My Workbench
Advanced help
Hello chen25c
Log out
Find content
MOUNT HOLYOKE
Directories
Login
Calendar
Campus Map
GO

3. Regions

To help you find your way around in Drupal, become familiar with the regions assigned to each section of the page. Each webpage is broken down into regions, such as:

- Banner image (not all sections of the MHC site have banner images)
- Left navigation
- Body/Content
- Third column/Callouts

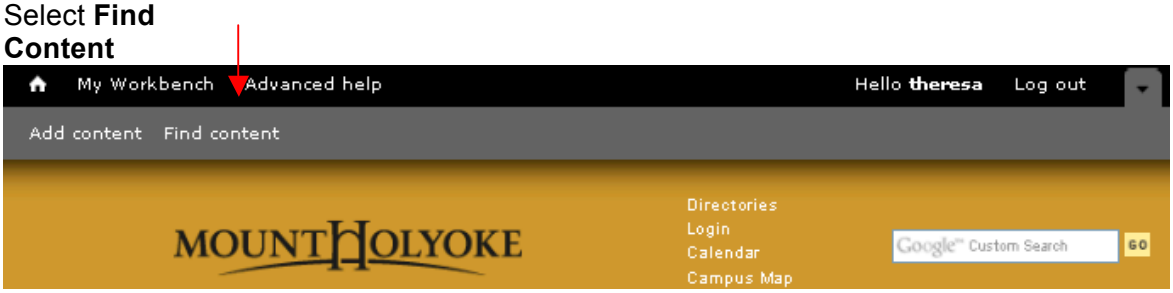




4. Find Content

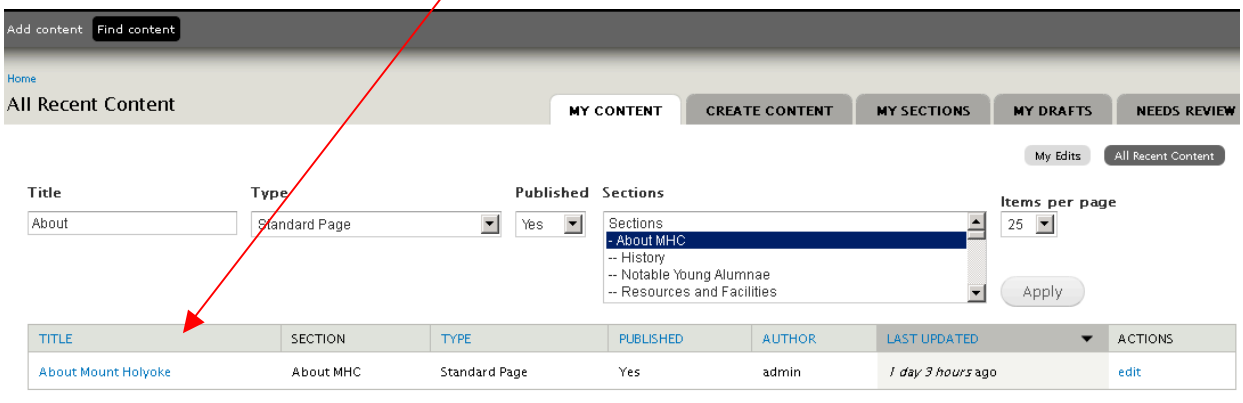
Once logged into Drupal, you should be able to navigate to any page in your menus to edit/view your pages. Some pages may not be linked to a menu item, such as your left navigation. To get to a specific page, you may navigate to the page as you would in a web browser or you can search for your content:

A. Select **Find Content**



B. In the **Find content** display, complete these fields:
   A. Title = About
   B. Type = Standard Page
   C. Sections = About MHC
   D. Select **Apply**

C. Click on the title, i.e. **About Mount Holyoke** (listed under *Title*) and you will be directed to that page.



D. You are now ready to edit the page.

5. Edit Content

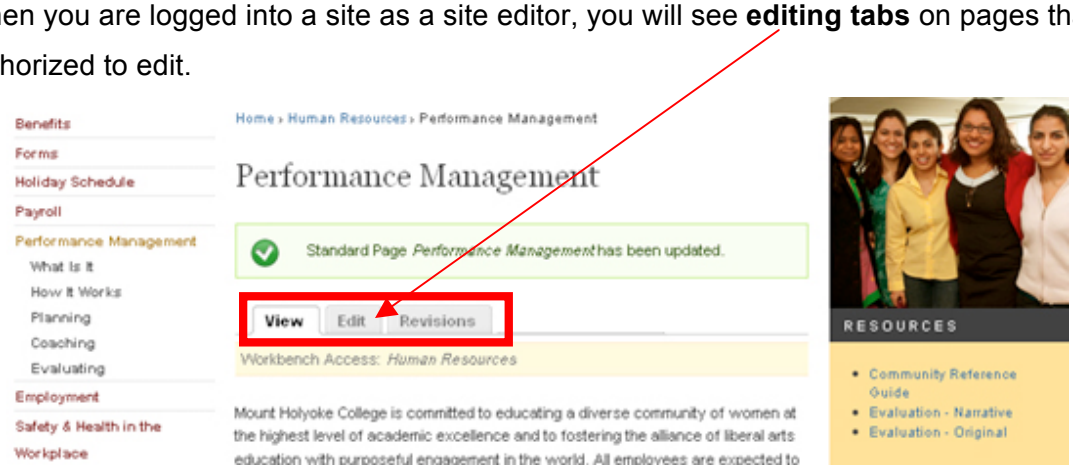
This section covers making changes to existing content on the website. When editing a page, there are several components that may be updated, including:

- Title
- Section
- Body (where the main content is locate)
- Revision information
- File attachments
- Images

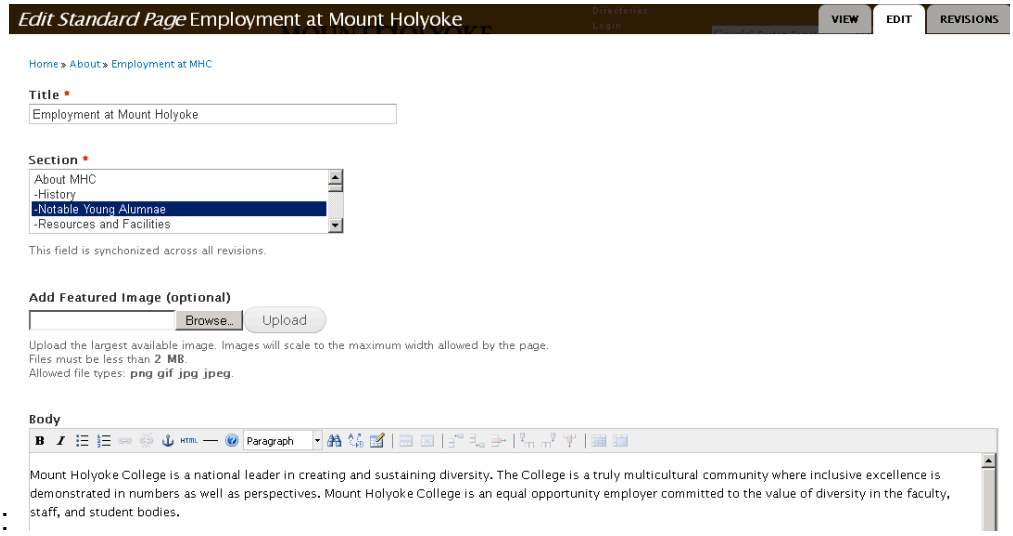
Some of these items will be discussed in more detail later.

Edit Existing Pages

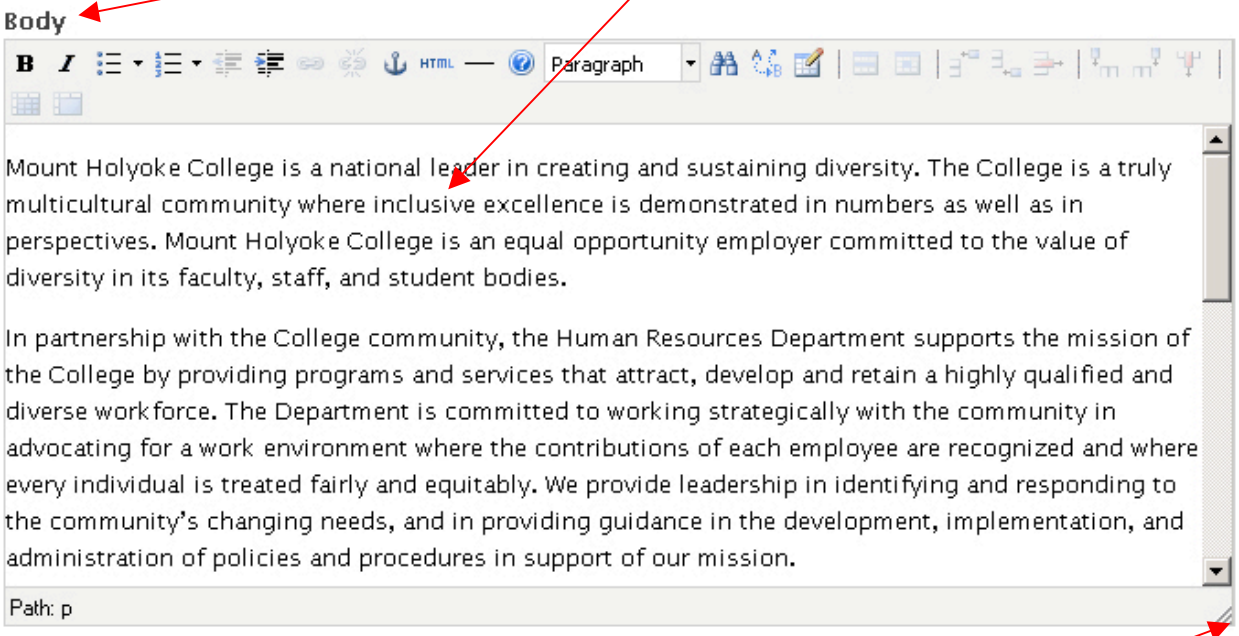
When you are logged into a site as a site editor, you will see **editing tabs** on pages that you are authorized to edit.


Benefits
Forms
Holiday Schedule
Payroll
Performance Management
What Is It
How It Works
Planning
Coaching
Evaluating
Employment
Safety & Health in the Workplace
Home › Human Resources › Performance Management
Performance Management
Standard Page Performance Management has been updated.
View
Edit
Revisions
Workbench Access: Human Resources
Mount Holyoke College is committed to educating a diverse community of women at the highest level of academic excellence and to fostering the alliance of liberal arts education with purposeful engagement in the world. All employees are expected to
RESOURCES
Community Reference Guide
Evaluation - Narrative
Evaluation - Original

A. Navigate to the page you would like to change. Select the **Edit** tab at the top of the web page; the results will look similar to this:


Edit Standard Page Employment at Mount Holyoke
VIEW
EDIT
REVISIONS
Home » About » Employment at MHC
Title *
Employment at Mount Holyoke
Section *
About MHC
-History
-Notable Young Alumnae
-Resources and Facilities
This field is synchonized across all revisions.
Add Featured Image (optional)
Browse...
Upload
Upload the largest available image. Images will scale to the maximum width allowed by the page.
Files must be less than 2 MB.
Allowed file types: png gif jpg jpeg.
Body
Paragraph
Mount Holyoke College is a national leader in creating and sustaining diversity. The College is a truly multicultural community where inclusive excellence is demonstrated in numbers as well as perspectives. Mount Holyoke College is an equal opportunity employer committed to the value of diversity in the faculty, staff, and student bodies.

B. Scroll down to the **Body** section and use the **text editor** to make your changes.


Body
Paragraph
Mount Holyoke College is a national leader in creating and sustaining diversity. The College is a truly multicultural community where inclusive excellence is demonstrated in numbers as well as in perspectives. Mount Holyoke College is an equal opportunity employer committed to the value of diversity in its faculty, staff, and student bodies.
In partnership with the College community, the Human Resources Department supports the mission of the College by providing programs and services that attract, develop and retain a highly qualified and diverse workforce. The Department is committed to working strategically with the community in advocating for a work environment where the contributions of each employee are recognized and where every individual is treated fairly and equitably. We provide leadership in identifying and responding to the community's changing needs, and in providing guidance in the development, implementation, and administration of policies and procedures in support of our mission.
Path: p

C. To make the text editor window larger, **drag the bottom right edge corner**.

D. To preview your change, scroll down the page and select **Preview**.

E. Once you are satisfied with your change, scroll to the bottom of the page again and hit the **Save** button.

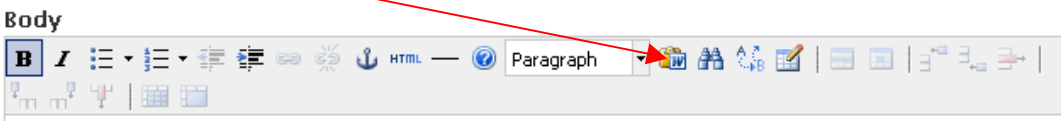
Input Format

Content for websites is based on HTML (Hypertext Markup Language). When you cut and paste from other applications, the HTML produced may cause havoc with your web page. As a result, Drupal provides two input format options:

Filtered HTML - filters out some of the tags which may make website unreadable.

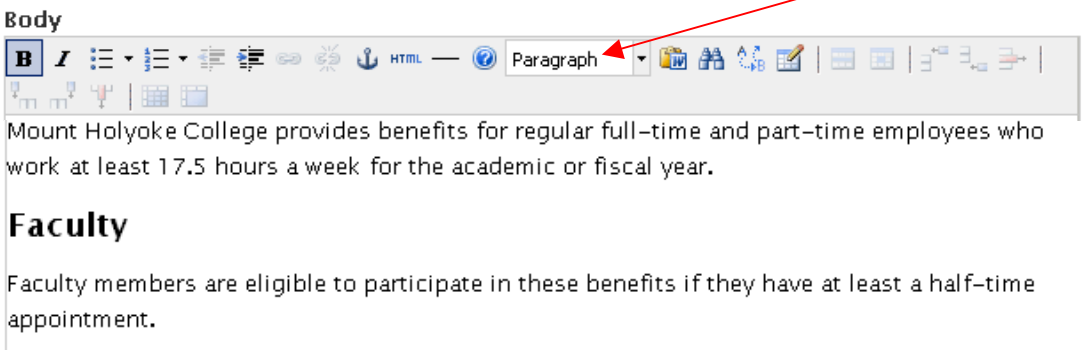
Full HTML - allows ALL of the HTML content on the page to be displayed.

Paste from word: use this feature to pastes your content.



Text Styles

When entering headings in your articles, rather than select font type and size, use the **Format** drop down menu as shown below:

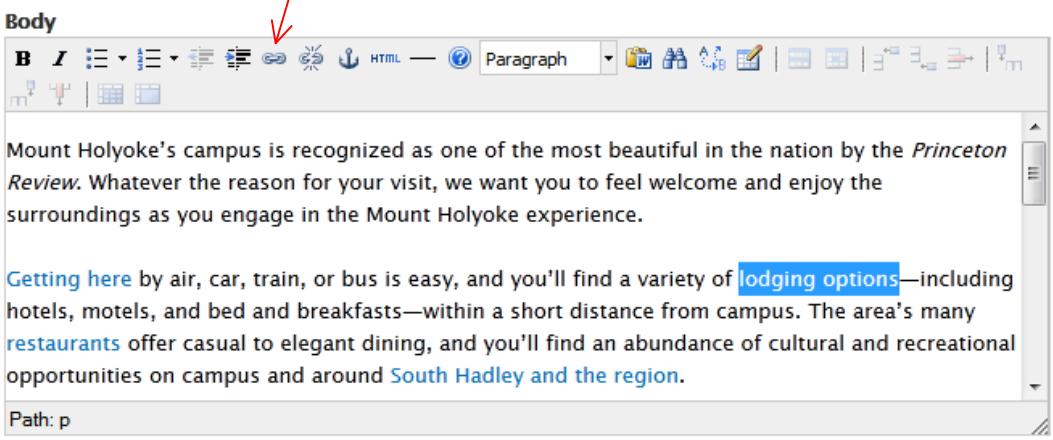

Body
Paragraph
Mount Holyoke College provides benefits for regular full-time and part-time employees who work at least 17.5 hours a week for the academic or fiscal year.
Faculty
Faculty members are eligible to participate in these benefits if they have at least a half-time appointment.

To set a heading style, select the line of text that you wish to make into a heading in the content window, and then choose a style from the format drop down box. By default, all regular text will be set as 'Normal'.

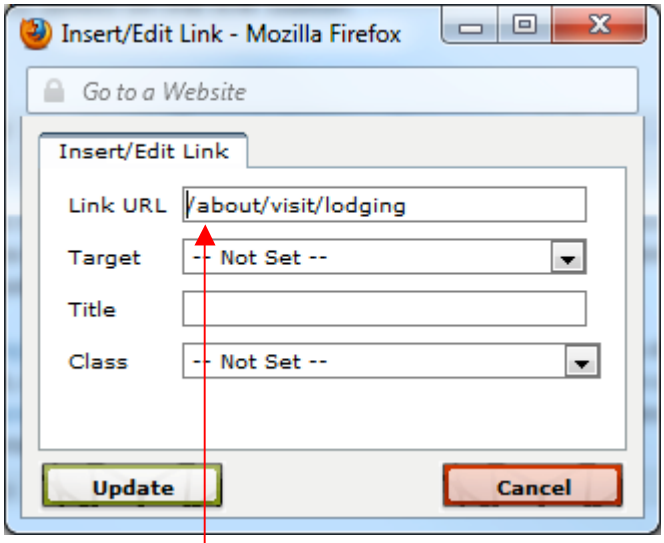
6. Links

Text Links

A. While editing a site page, with your cursor, highlight the text you would like to make into a link and select on the link button.


Body
Paragraph
Mount Holyoke's campus is recognized as one of the most beautiful in the nation by the Princeton Review. Whatever the reason for your visit, we want you to feel welcome and enjoy the surroundings as you engage in the Mount Holyoke experience.
Getting here by air, car, train, or bus is easy, and you'll find a variety of lodging options—including hotels, motels, and bed and breakfasts—within a short distance from campus. The area's many restaurants offer casual to elegant dining, and you'll find an abundance of cultural and recreational opportunities on campus and around South Hadley and the region.
Path: p

B. A popup window will display similar to the image below:



C. To link to another MHC webpage:

1) Type or paste the relative URL; i.e. /about/visit/lodging, in the link box (as shown above).

2) Select the **Insert** button; the popup window will disappear.

D. To link to another website:

1) Copy the full URL/address from the website; i.e. http://www.nytimes.com/ and then paste the URL in the link box (as shown above).

2) To make the external link open up in a new window: select the **Target** tab and set the "target" to "open link in new window". MHC Protocol is to open a new window or tab when linking to a site that is not affiliated to the College.

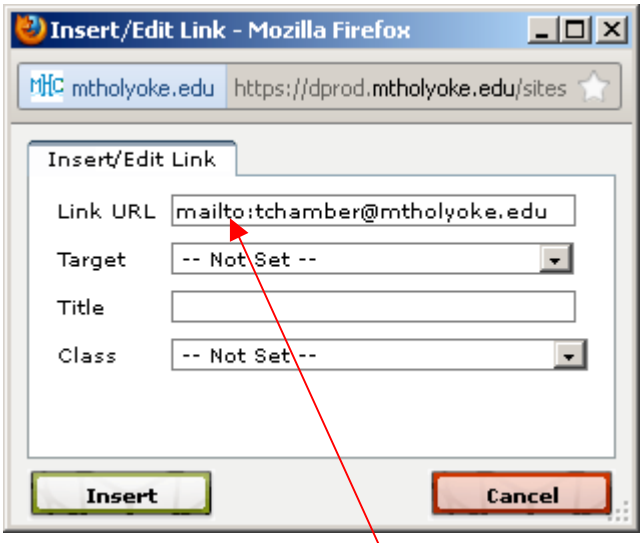
   Do not set the target to open a new window to another section of the College website, the Alumnae Association, ISIS, or any MHC applications or affiliated websites.

3) Select the **Insert** button; the popup window will disappear.

Email Links

A. While editing a site page, with your cursor, highlight the text you would like to make into a link and select on the link button.

B. A popup window will display similar to the image below:



C. Enter "mailto:" followed by the email address in the field to the right of **Link URL**; i.e. mailto:username@mtholyoke.edu. No spaces are allowed; otherwise the email link will not work.

D. Press **Insert** to create the link.

7. Upload Images

You have two options for adding an image to the page, 1) at the top of the page, or 2) the bottom of the page; all images will align left of your text. The process for adding the image is the same for both locations.

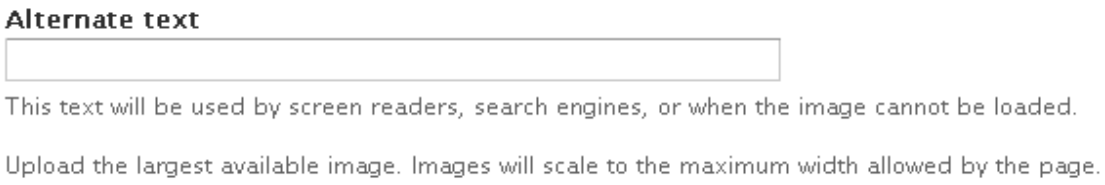
To add an image to a page:

A. **Browse** for the image.

Add Image Below Page Body (optional)
Browse...
Upload
Upload the largest available image. Images will scale to the maximum width allowed by the page.
Files must be less than 20 MB.
Allowed file types: png gif jpg jpeg.

B. Select **Upload**.

C. Add alternative text in the dialogue box below the image.


Alternate text
This text will be used by screen readers, search engines, or when the image cannot be loaded.
Upload the largest available image. Images will scale to the maximum width allowed by the page.

8. Upload File

To update/replace a version of a file that has already been uploaded to a webpage, see instructions on the next page on how to replace a file.

A. **Before you upload the file to Drupal**, rename the file name as follows:

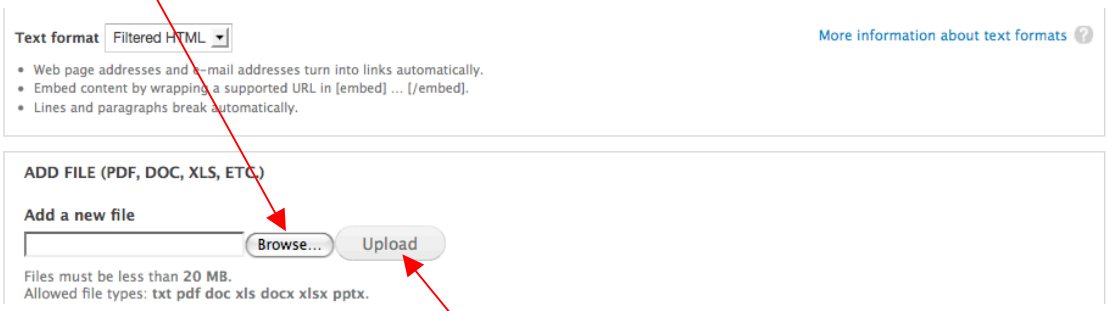
   a. remove spaces; use_underscore_between_words

   b. use lower-case letters only; do not use upper-case letters

   c. use letters or numbers only; do not use special characters

B. Go to the page you would like to attach a file and select the **edit** tab.

C. Scroll down to the section below the text editor window to the area where you can add files. Select **Browse** and go to the document (on your computer) you would like to upload.


Text format
Filtered HTML
More information about text formats
Web page addresses and e-mail addresses turn into links automatically.
Embed content by wrapping a supported URL in [embed] ... [/embed].
Lines and paragraphs break automatically.
ADD FILE (PDF, DOC, XLS, ETC.)
Add a new file
Browse...
Upload
Files must be less than 20 MB.
Allowed file types: txt pdf doc xls docx xlsx pptx.

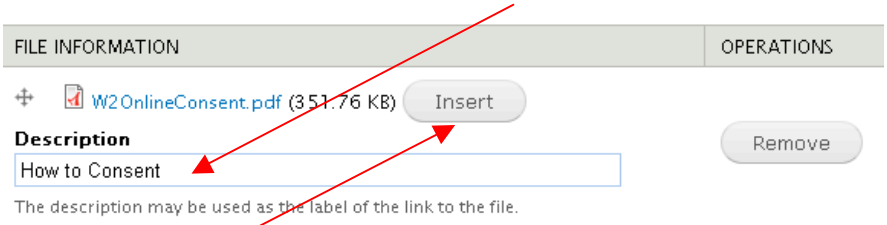
D. After you select your file, select **Upload**.

E. Scroll to the bottom of the page and slect **Save.** Do not add the text link before saving.

F. Select **Edit** to return to the text editor.

G. In the **text editor**, highlight and then copy the text that you want to become a link to the file.

H. With the text still highlighted, scroll down to the description field, which is below the file you uploaded, and paste the text in the **Description Field**.



I. Select **Insert**.

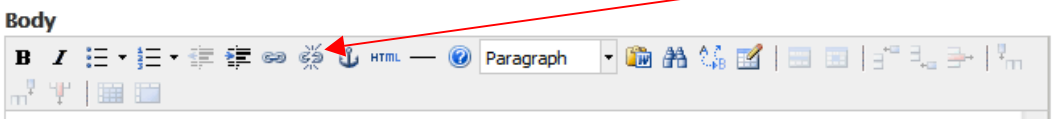
J. Scroll to the bottom of the page and select **Save**.

9. Replace File

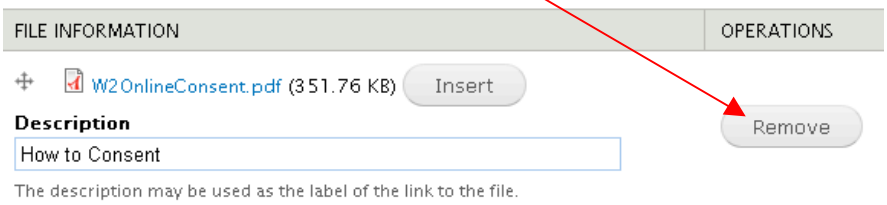
When replacing a PDF or other file, the new/updated file must have a different name than the previous version. Replacing a PDF file does not update any links to the file. If you link to the same PDF on more than one webpage, you must manually update those links as well. Consider pointing to one page which links to one page listing your PDF's.

Note: Always check your live webpage to make sure the file is 1) working/downloading, and 2) the correct version of your file. If you experience problems with this process, email webhelp@mtholyoke.edu for assistance.

A. Remove the text link by highlighting the link text and then selecting the **unlink** icon.



B. Remove the PDF by selecting **Remove**.



C. Make sure the new PDF does not have any spaces in the file name; if it does, remove the space; you may add an underscore if you want to separate the words. Also, use lowercase letters; no capitals.

D. Upload the new PDF, as described above.

E. Test the new link after you save the page. Also test the link while logged out of Drupal (www).

Note: You may need to wait up to 10 minutes for the changes to appear on the page. Do not make any further attempts to update the document until at least 10 minutes have passed and you have tested the PDF link from the live page (www).

10. Revisions

This option allows you to retain old versions of content. If you make a mistake during your updates, you can always revert back to a **previous version**.

11. Content Types

When creating new pages, there are several types of content that may be available on your website; however, not all content types are available for all sites.

Art Museum Basic and Home Page – for Art Museum only.

Campus Police Basic Page – for Campus Police only.

Embedded Media – use for embedding video from YouTube or Vimeo.

Gallery Image – used in photo galleries, such as Candid Campus.

People Pages– used for academic department people pages.

Random Text Callout – rotating featured person used on the academic department websites

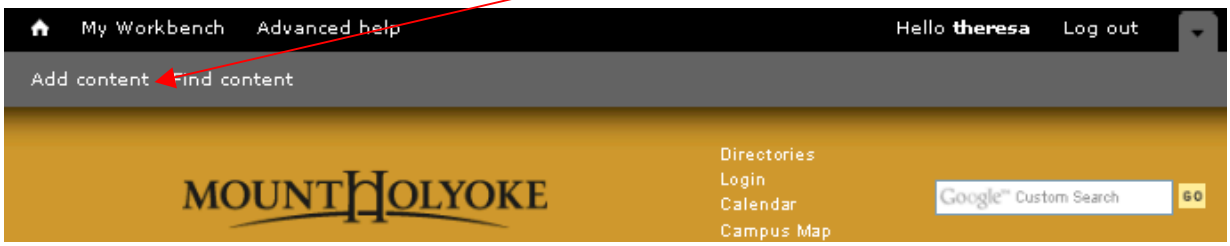
Standard Page – this content type is used for most pages.

Webform – for forms or questionnaires. You must attend a webform workshop before you may edit or create webforms.

12. Create New Standard Page

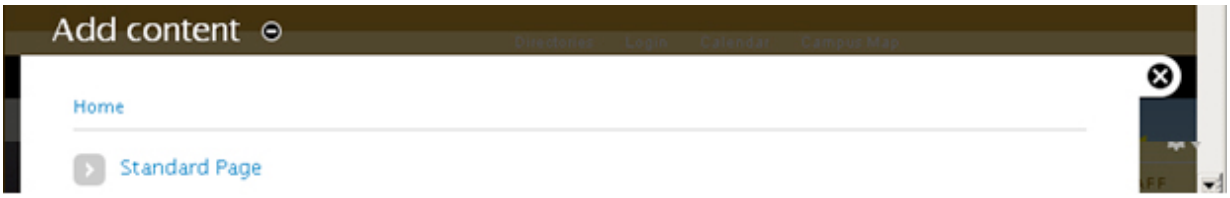
A. Select **Add Content**.

Once you have logged-in, you should find link called **Add content** at the top of your personal menu.



Select this and you'll see a list of the types of content you can create. This list reflects the privileges assigned to your user account or to the role your account is part of.

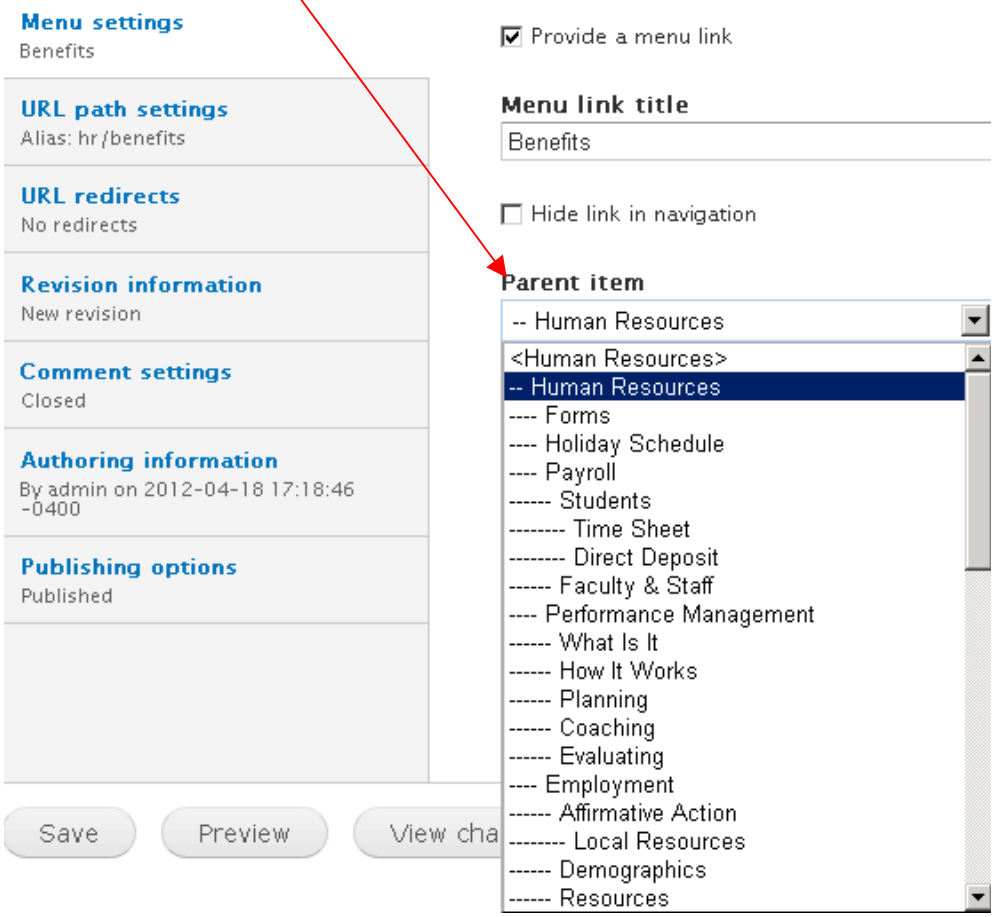
B. Select **Standard Page**.



1) Add the **Title**.
2) Select the **Section**.
3) The Featured Image option is not yet available.
4) Add content to the **Body**. Follow the steps you used to edit a page.
5) Select the Parent Item pull-down menu, and click on the location you want the new page to appear in the left navigation.
6) Scroll to the bottom of the page and check the box to the left of Provide **a menu link**; located next to Menu settings;

7) More options will appear.

8) Select the **Parent Item** pull-down menu, and click on the location you want the new page to appear in the left navigation.



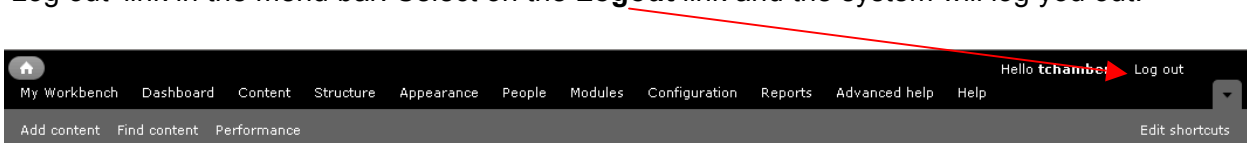
In the example above, the new page will be added to the main navigation. If you want it to appear as a sub-navigation page, such as a sub-page of the section titled “Employment”, then you would select Employment and after the page is saved it will be listed in the left navigation under Human Resources > Employment.

9) Select **Preview** or **Save**.

Note: if you do not select “save” after editing or creating a page, the changes will be discarded.

13. Log Out

Once you have finished all of your site updates and work, log out of the system. You will find the 'Log out' link in the menu bar. Select on the **Logout** link and the system will log you out.



It's a good idea to make your edits, log out and review them as someone that's not logged into your website.

14. Conclusion

There is a lot more functionality in Drupal than covered in this starter manual. This manual will continue to expand over time.

15. Glossary

Content Management System (CMS): CMS refers to the MHC Web Content Management System. It is the program (Drupal) that we use to create a framework for the content of our website.

Section: The College is one website – each office, department, or program is a section of the College website. When writing about the web (i.e., in the catalogue) you may continue to refer to your website.

Standard Page: The most common page type is called standard page. There will be other page types available, i.e. for multimedia, Art Museum, and webforms; etc.

Versions: Any time a change is made to a content page, Drupal automatically saves a version of that content, which allows content to be reverted to an earlier version.

Workbench: The workbench where you work on sections you have access, where you will find your recent edits, and where you can search for content.